How to Update Your User Profile

To maintain current contact information in the system, you can update your user information in ClientTrack with the following steps:

While on the “Home” tab found at the top of the screen beside “Client” and “Providers” tabs:

1) Click on the “My ClientTrack” button found in the bottom left-hand corner of the screen above the “Reports” button
2) Click on the small black arrow beside the “My User Configuration” link in the list of menu items that appear after clicking on “My ClientTrack” (towards the bottom of the list)
3) Click on “My Information” in the drop down list that appears after clicking on the small black arrow beside the “My Information” link
4) Update your user information, name, email address and other contact information
5) Click the “Save” button in the bottom right-hand corner to save the changes you made to the user information

Please contact the help desk by emailing HMISHelpDesk@ihcdaonline.com if you need any assistance updating your user profile.